



SHAHEED MOHTARMA BENAZIR BHUTTO

MEDICAL UNIVERSITY LARKANA, SINDH, PAKISTAN

www.smbbm.edu.pk, Email: hrd@smbbm.edu.pk

Phone: (92)-074-9410909



ELIGIBILITY CRITERIA FOR NON-TEACHING POSITIONS

The applications are invited from eligible candidates for the following positions on *regular/contract basis. Non-Teaching Positions for Shaheed Mohtarma Benazir Bhutto Medical University Larkana.

S#	Name of Position	Eligibility Criteria
1.	**Registrar (BPS-20)	Degree in medical sciences/ at least 2nd Class Master Degree preferably in Public/ Business Administration/ Management or duly recognized by Higher Education Commission with 12-15 years administrative experience related to rules & regulations of University in BPS-17 & above in HEC recognized Public Sector University / Institute/ Government / Semi-Government/ Autonomous body/ Well reputed private organization/Institute. OR PhD awarded duly recognized by Higher Education Commission. Minimum 12 Years Experience (minimum 06-08 Years Experience Purely Administration, Service Related Matters, Coordination and application of Service related matters in Educational Institution and R&D Organization of Public or Well reputed private Sector). The Candidate must have served 10 Years in BPS-17/18 (or equivalent).
2.	Director Human Resources (BPS-20)	At least 2nd class Master Degree in Human Resources Management duly recognized by Higher Education Commission with 12-15 years administrative experience related to Human Resources Management in BPS-17 & above in HEC recognized Public Sector University / Institute/ Government / Semi-Government/ Autonomous body/ Well reputed private organization/Institute.
3.	Director Medical Education (BPS-20)	MBBS with PhD/ Master/ MCPS in Health Professions Education/ Medical Education or equivalent relevant qualification from HEC recognized University/ Institution with 08 years post terminal qualification teaching/ research experience related to Health Professions Education/ Medical Education in HEC recognized University/ Institution or reputed national or International Institution and 10 research publications in journals recognized jointly by HEC and PM&DC.
4.	Director Quality Enhancement Cell (BPS-20)	At least 2nd Class Master Degree in Management/Social Sciences/Quality Management duly recognized by Higher Education Commission with 12-15 years administrative experience related to Quality Assurance & Management in BPS-17 & above in HEC recognized Public Sector University/ Institute/ Government/ Semi-Government/ Autonomous body/ Well reputed private organization/Institute.
5.	Additional Director Finance (BPS-19)	MBA (Finance/Accounting)/ M.COM/CA / ACCA / CIMA / ICMA or equivalent with 09-12 years of related Experience in financial matters in BPS-17 & above in HEC recognized Public Sector University / Institute/ Government / Semi-Government/ Autonomous body/ Well reputed private organization/Institute.
6.	Deputy Director Admission (BPS-18)	2nd Class Master Degree preferably in Business Administration/ Public Administration duly recognized by Higher Education Commission with 06-09 years administrative experience in the relevant department/ field in BPS-17 & above in HEC recognized Public Sector University / Institute/ Government / Semi-Government/ Autonomous body/ Well reputed private organization/Institute.



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7.	Graphic Designer (BPS-17)	1. At least Second Class Bachelor's Degree (16 years of Education) in Software Engineering / Information Technology / Computer Science or equivalent duly recognized by HEC with 03-06 years post qualification experience in video documentaries and commercial in BPS-16 & above in HEC recognized Public Sector University / Institute/ Government / Semi-Government/ Autonomous body/ Well reputed private organization/Institute. 2. Must be well versed with Adobe Photoshop, illustrator, aftereffects, premier pro, 3D Max Studio and office suit.
8.	Assistant Controller Examinations (BPS-17)	2nd Class Master Degree preferably in Business Administration / Public Administration duly recognized by Higher Education Commission with 03-06 years administrative experience in relevant field and well conversant with rules & regulations of Examinations in BPS-16 & above in HEC recognized Public Sector University / Institute/ Government / Semi-Government/ Autonomous body/ Well reputed private organization/Institute.

***Officers/Officials already working at SMBBMU Larkana can apply on regular basis only.**

****Registrar is a tenured position and will be hired on contractual basis only.**

Prescribed application form and eligibility criteria is available on website <http://www.smbbmdu.edu.pk>. The application form duly filled in all aspects and supported with all required documents shall be sent through registered courier service to the Office of Director Human Resources, SMBB Medical University, Moen-Jo-Daro Road (Arija) Larkana latest by **28th March, 2024**.

Incomplete applications and applications submitted directly/by hand or after due date shall NOT be considered.

1. Only Sindh domiciled are eligible.
2. Application should be sent along with:
 - (i) Pay Order/ Bank Demand Draft of Rs.2,500/- (Non-refundable) for above positions in favour of Vice Chancellor, SMBBMU Larkana.
 - (ii) Three recent passport size photographs.
 - (iii) Brief curriculum vitae.
 - (iv) Attested photocopies of Academic Certificates, Domicile, PRC/Form "D", valid CNIC.
 - (v) Copy of valid/updated PM&DC Registration Certificate.
 - (vi) Copy of valid/updated experience certificate(s).
 - (vii) Copy of research papers/publications in Journals of National and International repute (if applicable).
3. Age limit as per Government/University policy.
4. Please clearly mention the name of post on the right top of the Envelope.
5. Incomplete applications in any manner will be rejected.
6. Applicant already serving in Government/ Semi-Government/Autonomous Bodies should apply through proper channel. (An advance copy of the application form may be sent within due date).
7. Only eligible and shortlisted candidates will be called for test/ interview.
8. University reserves the right to cancel any or all above post(s) or applications received therein.
9. Above posts are subject to approval from Syndicate of SMBBMU Larkana.
10. Women, disabled & minority quota will be observed.
11. Canvassing in any manner shall amount to disqualification.
12. No TA/DA shall be admissible.